

Edit Groups

Edit Group

*Group: Banquets

Assign Employees

Available as of 6/28/2002:

- ABBOTT, KIMBERLY M
- AGAGAS, MARY M
- ARELLANO, ERWIN N
- ARMSTRONG, BETTY A
- ASPERIN, ARMANDO G
- ATTIOGBE, FERDINAND K
- BAKER, MARYANN
- BALLOU, ROGER P
- BANNASCH, LORRAINE P
- BARNETT, MARY C
- BACHELOR, RANDOLPH D
- BEATTY, DANIELA L
- BELOUEF, DANIELA L

Effective Date: 6/28/2002

Buttons: Add>, Add All>>, <Remove, <<Remove All

Assigned:

- AFRICA, SARAH A
- ARMSTRONG, DAVID M
- CARRIGY, AGNES B
- CORONA, GLORIA R
- EDWARDS, MATTHEW J
- JONES, DORIS L
- MCQUILLER, REGINA
- NORMAN, JAMES H
- TAMORIA, ALICE J

Buttons: OK, Cancel, Help

Editing a group will allow you to add employees or remove them from an existing group.

To edit a group:

- Click on the **Schedule Planner** link on the left side of the screen.
- Highlight the group you want to edit.
- Select **Group > Edit**.
- The Edit Group dialog box will appear.
- To add employees, highlight the employees to be added to the group in the “Available as of ?/?/?/????”, then click **Add**. To select more than one employee hold down the Ctrl key and click all the names to be added. To add all of the employees listed in the “Available” box to the group, click **Add All**.
- To remove employees, highlight the names to be removed in the “Assigned” box and click **Remove**.
- In the effective date box, select the date that the changes should go into effect.
- **Actions>Save>Refresh**.

An employee may be assigned to more than one group, but never at the same time.